

Embossing a Braille File

The following information may be helpful if you have received a Braille Ready File (BRF file) and need to emboss it.

Before You Start...

You will need a suitable braille embosser with appropriate paper, and some software on your computer to load and emboss the file. This is equivalent of needing an ink printer and a suitable word processor in order to print a document.

If you are unsure how to operate the embosser or software, please consult the manuals.

The Basics

1. Ensure your embosser is switched on, loaded with paper and connected to the computer.
2. Make sure you know the size of the braille pages you are about to emboss. Most files should indicate the maximum numbers of characters per line and lines per page.
3. Load the BRF file into your braille software. (for example highlight the file on your computer, right click it and select Open with. Choose a braille editor such as Duxbury Braille Translator).
4. Ensure that all the pages "look" all right on the screen, e.g. the page numbers are in the right places, the margins are OK etc.
5. Use the Emboss option in your software to emboss the document. Select single or double sided as you wish.
6. Before closing the document on screen, compare the embossing on the paper with the document on screen, they should be identical.
7. If necessary, bind and label the braille document as appropriate.

Things to Remember

- Check that the paper in your embosser is big enough to fit the pages of braille. In particular check the maximum number of characters per line and lines per page.
- Do not re-translate a BRF file – it has already been translated.
- Make sure the settings on the embosser and the settings on your braille software match.
- Do not attempt to reformat a BRF file as important layout information may be lost. This is why it is essential to have the right paper size in the embosser.

Instructions for Duxbury Braille Translator (DBT)

There are two basic ways to load a BRF file into Duxbury, they are largely equivalent, choose which one suits you.

Method 1

1. In DBT, before loading the document, open the Global menu → Formatted Braille Importer dialog.
Make sure the box to Read Formatted Braille Without Interpretation is checked, then OK the dialog.
2. From the Global menu → Embosser Setup, check that all the options are correct for the document you are about to load.
This ensures there is no inadvertent reformatting.
In particular check the number of characters per line and lines per page. They must be at least the same as the values for the document you are loading.
3. From the File → Open menu, load your BRF file.
4. A dialog will appear asking what template to use. Although technically for a braille file it doesn't matter (because you are not translating or interpreting the file), choose the template that best reflects the language and style of the document, for example English (UEB) - UK Formatting.
5. The braille should load and be displayed on the screen.
Ensure all pages look OK.
6. Choose File → Emboss to begin the process of embossing.
Choose the number of copies of the document you want, or choose a page range, as needed.
Press OK to start embossing.

7. Once embossing is complete, compare the dots on the paper with those on the screen, they should be identical.

Method 2

This is a variant of the above, which does not involve configuring the Duxbury options.

1. Open your BRF file in a plain text editor, such as Windows Notepad.
2. Select All, Copy to Clipboard, and Close Notepad.
3. In Duxbury, choose File → New to create a new document. In the dialog that opens, select the document type as Braille and select the template that best describes the language of the document, such as English (UEB) - (UK formatting).
4. In the Document → Embosser dialog, ensure that the paper settings, particularly the number of characters per line and lines per page are set correctly, at least as big as the maximum numbers in your document, then press OK.
5. Paste. Your braille document should appear on screen. Ensure that the pages appear correctly.
6. Choose File → Emboss to begin the process of embossing. Choose the number of copies of the document you want, or choose a page range, as needed. Press OK to start embossing.
7. Once embossing is complete, compare the dots on the paper with those on the screen, they should be identical.